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Approved For Release 2005/08/03 : CIA-RDP85-00988R000100040028-8

14 June 1982

MEMORANDUM FOR: Director of Logistics

ATTENTION:

FROM:

Chief, Administration Division, OTE

SUBJECT: Conference at the

REFERENCES:

- a) DD/A 81-1536 dated 24 July 1981
- b) DD/A 81-2149 dated 20 October 1981

2. In order to provide the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference begins covering the following information:

- a. Component
- b. Conference coordinator:
Name and extension
- c. Contact officer:
Name and extension
- d. Full names of all attendees
- e. Arrival and departure times
- f. Mode of travel
- g. If any in your group will be driving, list the driver's name, the year and make of car, car license number and state of registration

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SUBJECT: Conference at the

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- h. Special guests:
 - Name and title
 - Date and time of arrival and departure
- i. Special requirements such as computer support, projectors, viewgraphs, and logistical support
- j. For budgetary purposes, your office FAN account number (C)

3. Attendance at conference by non-Agency guests must have the written approval of the Director of Training and Education at least 15 working days preceding the conference. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously Please remember that all non-Agency visitors must have a TOP SECRET clearance. (C)

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be reached on extension We hope your conference will be a success, and we will do our part to assist you in any way we can. (U)

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